



November & December 2009 Workshops Central Region/Department of Workforce Services

To pre-register: Email workshop@utah.gov or call 801-468-0132

| Workshops: – Open to ALL Customers | Date | Time | Location |
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| Resume Building: Learn how to write and design a cutting-edge resume and cover letter or POWER UP a current resume to get that interview! Customers will receive resume and cover letter examples to assist them in writing and designing their personal career documents (3-hour workshop). Workshop requirements: Customers who are READY to work on a resume. | November 10 November 17 November 18 November 24 November 25 December 8 December 9 December 15 December 16 December 22 December 29 | 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon 1:00 – 4:00 pm 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon | South County Midvale West Valley Metro South County Midvale West Valley South County Metro Midvale South County |
| Interviewing Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness (3-hour workshop). Workshop requirements: Customers who are READY to actively job search. | November 10 November 17 November 18 November 24 November 25 December 8 December 9 December 15 December 16 December 22 | 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon 1:00 – 4:00 pm 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm | Metro South County Metro West Valley Midvale South County Metro West Valley Midvale South County |
| C.O.P.E.: Communicate, organize, problem-solve, and enhance self-esteem in this DYNAMIC , energizing workshop. Learn how choice, change, control, and relationships impact your personal and professional life (4-day, 20-hour workshop). Workshop requirements: First day attendance required. Plan to attend all 4 days. | November 2–5 November 30 – December 3 | 8:00 – 1 pm 8:00 – 1 pm | Midvale South County |
| Refocusing Your Skills: Identify transferable, self-management and employment skills from work, life and education. Learn to package qualifications to effectively market yourself and CREATE new employment opportunities (3-hour workshop). | November 2 November 9 November 23 November 30 December 7 December 14 December 21 December 28 | 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm | West Valley Metro South County Midvale West Valley Metro South County Midvale |
| Job Searching With Technology: Learn tools to safely job search online and research labor market information. Learn how to NAVIGATE job search functions on www.jobs.utah.gov . Create a universal resume in ASCII format (3-hour workshop). Workshop requirements: Customers MUST have Internet and computer skills AND have an active job searching account on www.jobs.utah.gov PRIOR to attending workshop. | November 3 November 10 November 17 November 18 November 24 December 1 December 8 December 9 December 15 December 16 December 22 December 29 | 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon 1:00 – 4:00 pm 1:00 – 4:00 pm 1:00 – 4:00 pm 9:00 – 12 noon 1:00 – 4:00 pm 9:00 – 12 noon 9:00 – 12 noon 1:00 – 4:00 pm | South County Midvale West Valley South County South County West Valley Metro South County Midvale South County West Valley Metro |

Metro
720 South 200 East
Salt Lake City, Utah

South County
5735 So. Redwood Road
Taylorsville, Utah

Midvale
7292 So. State Street
Midvale, Utah

West Valley City
2750 South 5600 West
West Valley City, Utah

Arrive 15 minutes before the workshop begins. Latecomers will be re-scheduled to another day.
Be certain you meet the requirements for the workshop before pre-registering.